

Records Retention Schedule Template

Oberman Center for Advanced Studies Lorna Olson 5-4034

DESCRIPTION	CUSTODIAN	RETENTION REQUIREMENTS (yrs.)			OFFICIAL?	CONFID.?	VITAL?	CURRENT RECORD FORMAT	DUPLICATED ELSEWHERE?	SAFEGUARD MEASURES CURRENTLY IN PLACE?
		LEGAL	ACTIVE	NON-ACTIVE						
		(CY: Current Yr)								
Budgets	OCAS		CY + 3		Yes	No	No	Paper & PC		
Change Vouchers, deposits (Backup documentation)	Business Ofc/OCAS		CY + 3		Yes	No	No	Paper	OCAS	
Equipment user manuals and specifications	OCAS		life of item		No	No	No	Paper	No	N/A
Funding Awards Competition: IDRG, OGER Seminar, CASSPR, OBER Semester	OCAS		5 years after award (some in perpetuity)		Yes	Yes	Yes	Paper & PC		
Inventory/Assets	Property Management Office		CY + 5		No	No	No	Paper	OCAS	
Maintenance agreements	Purchasing		life of item		No	No	No	Paper	OCAS	
Payroll files (includes Staff Benefits)	Human Resources		CY + 3		No	Yes	No	Paper	OCAS	
Procurement Card Database & Reports	Voucher Processing Team		CY + 3		No	Yes	No	Paper	OCAS	
Purchase Orders & Requisitions-thru Purchasing (backup)	Purchasing/OCAS		CY + 3		No	No	No	Paper	OCAS	
Requisitions to a Dept. requesting product/service	Dept providing product/service		Until product/service is received		No	No	No	Paper	OCAS	
Search materials (related to filling a position vacancy)	Affirmative Action		CY + 3		Yes	Yes	No	Paper	OCAS	
Statement of Accounts (SOA)	Accounting Services		CY + 3		No	No	No	Paper	OCAS	
Travel Vouchers	Travel Office		CY + 3		No	No	No	Paper	OCAS	
Vouchers & Invoices <\$10,000	Accouts Payable		CY + 3		Yes	No	No	Paper	OCAS	
Vouchers & Invoices >\$10,000	Accounts Payable		CY + 3		No	No	No	Paper	OCAS	

Effective Date: ?

8/22/01

Records Retention Schedule Template

Oberman Center for Advanced Studies Lorna Olson 5-4034

DESCRIPTION	CUSTODIAN	RETENTION REQUIREMENTS (yrs.)			OFFICIAL?	CONFID.?	VITAL?	CURRENT RECORD FORMAT	DUPLICATED ELSEWHERE?	SAFEGUARD MEASURES CURRENTLY IN PLACE?
		LEGAL	ACTIVE	NON-ACTIVE						
		(CY: Current Yr)								
Office Correspondence of an Official Nature	OCAS		In perpetuity		Yes	Yes	Yes	Paper & PC	No	
Notes:										
1) The retention period for convenience copies is 3 years which is a guideline and not a requirement.										
2) The custodian has official responsibility for retention and disposition of the record.										
3) An "Official Record" is the single official copy of a document maintained on file by an administrative unit of FUS which is usually, but not always, the original. Convenience copies are not official records.										
4) A "Confidential Record" is unavailable to the general public unless otherwise ordered by court, by the lawful custodian or by another person duly authorized. Medical, student and personnel files are examples.										
5) A "Vital Record" is one which is absolutely essential in order to continue doing business or to preserve the rights of the unit, its employees and the general public.										
6) "Office Correspondence of an Official Nature" refers to policies, procedures, reports (internal or external), etc. that are used in the administration and management of the department and that should be memorialized.										